

099006/91

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

---

City Council

**TITLE: UTILITY SURVEYOR/INSTALLER**

**DEFINITION**

Under supervision, to conduct home, energy and water surveys, install weatherization and conservation devices, promote increased customer awareness of efficient energy and water use, and to do related work as required.

**REPORTS TO:** Conservation Services Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from Conservation Services Manager.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Visit customers in their homes to review and recommend basic energy and water savings options.
- Complete the Utilities free Home Appliance Energy Use Surveys for customers and discuss various energy-saving practices.
- Prepare and/or review estimates of services to be performed, including time and materials.
- Receive and review work orders, obtain necessary materials, and deliver to worksite.
- Install free conservation devices in customers' homes using a variety of hand tools and equipment, measuring, cutting and manipulating materials.
- Work in confined spaces.
- Clean up worksites, dispose of debris, and return excess materials. Complete work orders and return to supervisor.
- Participate in seminars and workshops in the dissemination of program and energy/water conservation information.

**QUALIFICATIONS****Knowledge of:**

- Principles and practices of energy and water conservation management.
- Basic practices, methods, tools and equipment used in building construction, maintenance and repair.
- Conservation/weatherization devices and their installation. Safe work practices.

**Ability to:**

- Collect and record basic information for work estimates.
- Make arithmetical calculations and prepare estimates of time, materials, and cost.

- Establish and maintain effective working relationships with others.
- Understand and follow oral and written instructions and work orders.
- Communicate effectively, orally and in writing.
- Perform unskilled and semi-skilled tasks in the installation of conservation devices.
- Dexterity to bend, stoop, stretch or kneel and work in confined spaces.
- Work weekends and evenings as required.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Experience in general building maintenance and repair including some experience in the installation of conservation/weatherization devices. Public contact experience and bilingual ability desirable.

**MEDICAL CATEGORY:** Group 1

**Necessary Special Requirement**

Possession of or ability to obtain an appropriate, valid California motor vehicle operator's license.

**CAREER ADVANCEMENT OPPORTUNITIES**

**From:** Utility Surveyor/Installer

**To:** Energy Services Specialist